

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Israel Education Foundatin (AIEF)

Travel date(s): May 25 - June 2 , 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$5,783.54	\$1,840.23	\$1,172.39	\$3,459.76
<input checked="" type="checkbox"/> Actual Amount				(please see attached)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached

6/20/19

(Date)

Joe Hack

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/20/19

(Date)

[Signature]

(Signature of Supervising Senator/Officer)

Breakdown of "other" expenses:

Security: \$1,333.12 per person

Speaker Fees: \$567.39 per person

Hotels for contract staff (tour guide, bus driver, security guards): \$379.61 per person

Tour Guide: \$320.53 per person

Meals for contract staff and speakers: \$219.85 per person

Room Rentals: \$174.75 per person

Hotel Commission \$138.51

Other: \$106.75 per person

Airport Assistance: \$81.89

Transportation for contract staff and speakers: \$61.38 per person

Entrance Fees: \$37.07 per person

Photography: \$31.57 per person

Tips: \$7.34 per person

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Abboud, Molly (Fischer)

From: Hack, Joe (Fischer)
Sent: Thursday, April 25, 2019 6:42 AM
To: Abboud, Molly (Fischer)
Subject: Fwd: AIEF Seminar in Israel: May 25-June 2, 2019

Invite

Begin forwarded message:

From: <sallen@aiefd.org>
Date: March 29, 2019 at 9:13:59 AM GMT+12
To: <joe_hack@fischer.senate.gov>
Subject: AIEF Seminar in Israel: May 25-June 2, 2019



AMERICAN ISRAEL EDUCATION FOUNDATION

March 28, 2019

Joe Hack
The Office of the Honorable Deb Fischer
454 Russell Senate Office Building
Washington, DC 20510

Dear Joe,

On behalf of the American Israel Education Foundation (AIEF), we would like to invite you to participate in an educational seminar in Israel for Senate and House Chiefs of Staff, May 25 – June 2, 2019. The trip will depart Saturday afternoon, May 25; and return to the U.S. on Sunday morning, June 2.

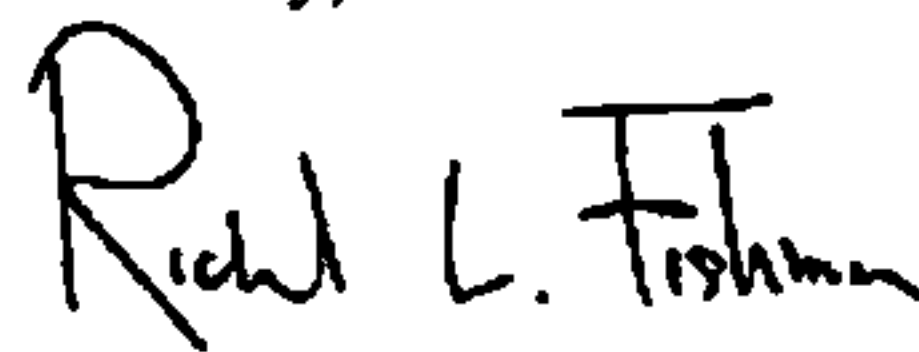
This seminar will delve into some of the most difficult issues facing Israel and the region. Israeli leaders from across the political spectrum, along with Palestinian leaders, will explore the peace negotiations and the obstacles to peace, the myriad of security threats facing the region, and the strategic relationship between the United States and Israel.

Participants will hear a wide array of viewpoints, including discussions with: members of the Israeli Knesset and the Palestinian Authority; U.S. government officials; military leaders; heads of non-governmental organizations; and prominent academics and journalists. The program will also include visits to historic and religious sites in Jerusalem and the Galilee.

All trip-related expenses will be paid for by AIEF, and all aspects of the trip will be in full conformity with Senate Ethics rules. AIEF will provide additional information to assure your compliance with ethics rules.

We hope you will be able to join us on what promises to be a rich, insightful and educational trip. To confirm your participation, please [click here](#) to complete the confirmation form, and return to sallen@aiefdn.org. If you have any questions, please contact Rob Bassin at (202) 639-5279 or rbassin@aipac.org.

Sincerely,



Richard Fishman
Executive Director, AIEF

AMERICAN ISRAEL EDUCATION FOUNDATION | The Charitable Organization affiliated with AIPAC
2511 K Street, NW | Washington, DC 20001 | Phone: 202-639-5200 | Fax: 202-347-5232

[click here](#) to unsubscribe

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
American Israel Education Foundation (AIEF)
2. Description of the trip:
Please see addendum
3. Dates of travel: May 25-June 2, 2019
4. Place of travel: Jerusalem, Tel Aviv, Tiberias
5. Name and title of Senate invitees: Please see attached
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about the U.S.-Israel relationship. The delegation will have the opportunity to meet with a diverse group of Israelis and Palestinians, and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see addendum

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see addendum

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$9,638.68	\$1,814.43	\$1,046	\$2,809.63
<input type="checkbox"/> Actual Amounts	air = \$9,255.34 airport assist = \$55.56 bus = \$311.11 taxi = \$16.67	JLM = \$1,046.25 TLV = \$617.52 TIB = \$150.66	JLM = \$560 TLV = \$340 TIB = \$146	Please see breakdown attached

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an event that is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The trip will take place in Israel in order to educate Senate Chiefs of Staff about the U.S.-Israel relationship.

19. Name and location of hotel or other lodging facility:

Orient (Emek Refaim Street 3, Jerusalem); Carlton (Eliezer Peri Street 10, Tel Aviv);

Europa (HaPalmach Street 3, Tiberias)

20. Reason(s) for selecting hotel or other lodging facility:

We chose these hotels due to their location and affordability.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Please see addendum

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

round-trip, business class on a commercial airline, chartered bus on the ground in Israel

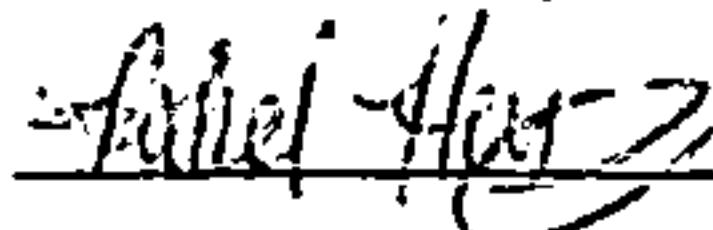
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Rachel Hirsch, In House Counsel

Name of Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC 20001

Telephone Number: (202) 639-5248

Fax Number: n/a

E-mail Address: rhirsch@alefdn.org

NO COPY TO BE MADE

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Final Itinerary

Saturday, June 30, 2018

5:04 PM **Depart Dayton, OH (J.D. Grom only)**

5:20 PM **Depart Union Station**

7:00 PM **Arrive Newark (J.D. Grom only)**

8:25 PM **Arrive Newark**

10:50 PM Depart Newark

Sunday, July 1, 2018

5:05 PM **Arrive at Ben-Gurion Airport**

5:05-6:30 PM **Transfer to Jerusalem**

6:30 PM **Check-in to The Orient Hotel**

6:45 PM **Depart for dinner**

7:30-8:00 PM *Setting the Stage*
Orientation with Cameron Brown, Director of AIEF Israel
- at Touro

8:00-9:45 PM *State of the Nation*
Dinner with David Horowitz
Editor, *Times of Israel*
- at Touro

9:45-10:30 PM *Shalom Jerusalem*
Introduction to the History of the City
Brief walking survey

10:30 PM **Overnight at the Orient Hotel**

Monday, July 2, 2018

7:30 AM	Breakfast is served - at the hotel
8:00-9:00 AM	<i>Israeli Palestinian Negotiations – An Update</i> Breakfast with Dr. Tal Becker Legal Advisor, Ministry of Foreign Affairs - at the hotel
9:00 AM	Depart for Strategic Survey of Jerusalem
9:15 AM-12:45 PM	<i>Strategic Survey of Jerusalem – Part I: The Historic and Holy Basin</i> Guided tour of the Old City of Jerusalem
12:45 PM	Depart
1:45-2:45 PM	<i>Israel's Political Map</i> Lunch with Dr. Cameron Brown Director, AIEF Jerusalem
3:00 PM	Depart for the Knesset
3:30 PM	Security check
4:00-4:45 PM	Meeting with the Honorable Stav Shaffir Member of Knesset, Zionist Union Party -at the Knesset
5:00-5:30 PM	Meeting with the Honorable Naftali Bennett Minister of Education and Diaspora Affairs, Leader, The Jewish Home Party - at the Knesset
6:00-7:15 PM	<i>Strategic Survey of Jerusalem – Part I: The Historic and Holy Basin</i> Guided tour of the Old City of Jerusalem
7:45 PM	Depart for dinner
8:00-10:00 PM	Dinner - at Tali's Atelier
10:00 PM	Overnight at the Orient Hotel

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Wednesday, July 4, 2018

7:45 AM	Breakfast is served - at the hotel
8:00-9:15 AM	<i>Regional Strategic Threats</i> Meeting with Brig. Gen. (res) Nitzan Nuriel Immediate Past Director, Counter-Terrorism Bureau, Prime Minister's Office - at the hotel
9:15 AM	Depart
10:00-11:30 AM	Visit to Palmachim Air Force Base -Palmachim
11:30 AM	Depart
12:30-2:00 PM	<i>How Israeli Armament Innovations Defend the U.S.</i> Lunch with Ari Sacher Former Iron Dome Systems Project Manager, Rafael Advanced Defense Systems -at Deca
2:00 PM	Depart
2:30-4:00 PM	<i>Save a Child's Heart</i> Meet with Dr. Zion Hourli and Visit the Recovery Home - at Wolfson Medical Center
4:00 PM	Depart
4:45-5:30 PM	<i>Life Under the Threat of Rocket Fire</i> Meeting with Chen Abrahams Local Resident, Kibbutz Kfar Aza -at the Sheraton Tel Aviv hotel
5:45-6:45 PM	Strategic Overview: Syrian Civil War Meeting with Dr. Jonathan Spyer Fellow, Middle East Forum Middle East Analyst and Correspondent -at the Sheraton Tel Aviv hotel
6:45 PM	Depart hotel

12:00-1:30 PM

Depart

En route briefings:

- *The Jezreel Valley –
The Strategic Land Bridge connecting Asia and Africa*
- *Upper Galilee – Potential for Development*

1:30-3:00 PM

Minority Rights in Israel

Lunch with Mohammad Darwashe

Director of Planning, Equality and Shared Living

Givat Haviva Educational Institute

- at his home, Iqsal

3:30 PM

Depart

4:30-5:30 PM

Israel's Northern Border Concerns: Lebanon and Hizballah

Briefing with Lt.-Col. (Res.) Sarit Zehavi

Northern Border Expert

- at Mt. Adir

5:45 PM

Depart

6:30 PM

Check-in to the U Boutique Hotel

7:45 PM

Depart for dinner

8:00-10:00 PM

Reflections of the Week

Dinner and Discussion

- at Decks

10:00 PM

Overnight at U Boutique Hotel

Friday, July 6, 2018

7:30 AM

Breakfast on own

- at the hotel, Main Dining Hall

8:30 AM

Depart

9:00-11:00 AM

Historical Significance of the Sea of Galilee

Tour of historical and religious sites around the Sea of Galilee

- Mt. of Beatitudes – Sermon on the Mount
- St. Peter's Church
- Capernaum – Jesus' Village

11:00 AM	Depart for the Golan Heights
12:00-1:00 PM	<i>Israel's Northern Border Concerns: Syria</i> Strategic survey of Israel's border with Syria With Capt. (Res.) Ilan Shulman - at Kibbutz Ein Zivan
1:00 PM	Depart
1:15-2:30 PM	Lunch -at Habokrim
2:30-4:00 PM	Travel back to Jerusalem via the Jordan Valley En route briefings: <ul style="list-style-type: none"> ▪ <i>Strategic Survey – Israel's Border with Jordan</i> ▪ <i>The Jordan Valley – Israel's Defensive Buffer Facing East</i>
4:00-4:30 PM	<i>Jordan Gateway Industrial Park</i> Visit to join development project between Israel and Jordan
4:30-5:30 PM	Continue to Jerusalem
5:30 PM	Check-in to the Orient Hotel
7:15 PM	Depart for dinner
7:30-9:30 PM	<i>Reflections on the Sabbath in Jerusalem</i> Traditional Sabbath evening dinner With Naomi and Jonathan Schachter-Price - at their home in Jerusalem
9:30 PM	Overnight at the Orient Hotel
<u>Saturday, July 7, 2018</u>	
8:00 AM	Breakfast on own - at the hotel, Main Dining Hall
8:30-10:00 AM	Depart En route briefing: <ul style="list-style-type: none"> ▪ <i>Jericho Road and the E-1 Corridor</i> ▪ <i>The Dead Sea Region – Environmental Concerns</i>

**American Israel Education Foundation (AIEF)
Educational Seminar in Israel
Senior Congressional Staff
May 25 – June 2, 2019**

Senate Invitees

1. Rey Benitez, The Honorable Catherine Cortez Masto (D-NV)
2. Doug Coutts, The Honorable Tom Cotton (R-AR)
3. Joe Hack, The Honorable Deb Fischer (R-NE)
4. Mark Johnston, The Honorable Mike Rounds (R-SD)
5. Kyle Plotkin, The Honorable Josh Hawley (R-MO)
6. Jonathan Stahler, The Honorable Chris Coons (D-DE)

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Final Itinerary

10:30 PM Overnight at the Orient Hotel

7:30 AM	Breakfast is served -at the hotel
7:45-8:45 AM	<i>Israel's Political Map</i> Breakfast with Professor Reuven Hazan Professor of Political Science, Hebrew University of Jerusalem - at the hotel
9:00 AM	Depart for Strategic Survey of Jerusalem
9:15 AM-12:15 PM	<i>Strategic Survey of Jerusalem – Part I:</i> The Historic and Holy Basin and City of David Guided Survey of the Old City of Jerusalem with Ze'ev Orenstein
12:15 PM	Depart
12:45-1:45 PM	<i>Israeli-Palestinian Negotiations: How Wide is the Gap?</i> Lunch with Tal Becker Senior Legal Advisor, Ministry of Foreign Affairs -at Caffit Botanical Gardens
1:45 PM	Depart
2:15-2:45 PM	<i>Strategic Survey of Jerusalem – Part II:</i> Post-1967 Neighborhoods and the Security Barrier
3:00 PM	Security Check
3:15-4:30 PM	<i>Meetings with Members of Knesset</i> <ul style="list-style-type: none">▪ The Honorable Nir Barkat, Likud▪ The Honorable Yair Lapid, Blue & White Party -at the Knesset
4:30 PM	Depart for hotel
7:45 PM	Depart for dinner
8:00-10:00 PM	Dinner -at Tali's Atelier
10:30 PM	Overnight at the Orient Hotel

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Wednesday, May 29, 2019

7:00 AM Breakfast on your own

7:45 AM Depart

8:15-9:45 AM *Save a Child's Heart*
Meet with Dr. Hourii and Visit the Recovery Home
-Wolfson Hospital

9:45 AM Depart

10:45 AM-12:45 PM *Israel's Southern Front*
 Visit Netiv Ha'asara and meet with local residents
 ▪ Overlook into Gaza and Visit to Peace Wall
 -at Netiv Ha'asara

12:45 PM Depart
Boxed Lunches en Route

1:00-1:30 PM	<i>Israel's Missile Defense Systems</i> Visit to Iron Dome Battery
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1:30 PM Depart

3:00-4:00 PM *Israel-U.S. Strategic Partnership*
Briefing with Ari Sacher
Rocket Scientist, Rafael
-at the Hotel

4:15-5:00 PM 360 Bird's Eye View of Israel
Briefing at the Azrieli Center Helipad

5:00 PM Dpear for hotel

7:50 PM Depart for dinner

8:00-9:45 PM *Israelis from Different Walks of Life*
 Dr. Yasmeeen Abu Fraiha
 Co-Founder and Executive Director, Genesis

- Chen Arieli, Chairperson, Aguda-National LGBT Task Force
- Rivka Ravitz, Chief of Staff to the President of Israel
- Racheli Yaso
 Development Officer and Visitor Relations Director, Yemin Orde

- at Lumina

10:00 PM Overnight at the Carlton Tel Aviv Hotel

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Friday, May 31, 2019

- 8:00 AM Breakfast at the Hotel
- 8:30 AM Depart
- 9:00-11:00 AM *Historical Significance of the Sea of Galilee*
Survey of historical and religious sites around the Sea of Galilee
- Mt. of Beatitudes – Sermon on the Mount
 - St. Peter's Church
 - Capernaum – Jesus' Village
- 11:00 AM Depart for the Golan Heights
- 12:00-1:15 PM *Israel's Northern Border Concerns: Syria*
Strategic survey of Israel's border with Syria
With Cpt. (Res.) Ilan Shulman
- at Kibbutz Ein Zivan
- 1:30-2:30 PM *Ethics in the IDF*
Lunch with IDF Soldiers
-at HaBokrim
- 2:30-3:30 PM Travel back to Jerusalem via the Jordan Valley
En route briefing:
Jordan: Relations with Israel, and the Growing Refugee Crisis
- 5:30 PM Check-in to the Orient Hotel
- 7:15 PM Depart for dinner
- 7:30-9:30 PM *Reflections on the Sabbath in Jerusalem*
Traditional Sabbath evening dinner
With Wendy and Saul Singer
- at their home in Jerusalem
- 10:00 PM Overnight at the Orient Hotel

Saturday, June 1, 2019

- 7:30 AM Breakfast on own
- at the hotel, Main Dining Hall
- 8:00-10:00 AM Depart
En route briefing:
Jericho Road and the E-1 Corridor

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JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

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JAMES E. RUSCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2961
FACSIMILE: (202) 224-7418
TDD: (202) 226-3752

United States Senate

SELECT COMMITTEE ON ETHICS

May 22, 2019

Joseph Hack
Office of Senator Deb Fischer
United States Senate
Washington, DC 20510

Dear Mr. Hack:

This responds to your recent correspondence concerning an invitation you received to travel to an educational seminar in Jerusalem, Tel Aviv, and Tiberias, Israel, on May 25-June 2, 2019, sponsored by the American Israel Education Foundation (AIEF). AIEF certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. AIEF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, AIEF is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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Prior to Traveling: Receive a Letter of Approval from the Committee

- ☐ Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

File with the Office of Public Records in SH-232

- ☐ Ensure submission of Post-Travel Disclosure Package is timely.
 - ☐ Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- ☐ Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
 - ☐ Ensure this form is typed and that all of the fields are completed.
 - ☐ Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
 - ☐ Personally sign this form.
- ☐ Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
 - ☐ Form RE-1
 - ☐ Form RE-2
 - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
 - ☐ Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
 - ☐ All attachments to the Private Sponsor Travel Certification Form
 - ☐ Complete and final itinerary
 - ☐ List of Senate invitees
 - ☐ Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981

Fax: (202)-224-7416

202-224-2981
202-224-7416

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Joseph Hack

Name of Traveler: _____

Employing Office/Committee: Senator Deb FischerPrivate Sponsor(s) (list all): American Israel Education Foundation (AIEF)Travel date(s): May 25-June 2, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Jerusalem, Tel Aviv, and Tiberias, Israel

Explain how this trip is specifically connected to the traveler's official or representational duties:

Please see attached - Representational Duties

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6/20/2019
(Date)
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Deb Fischer hereby authorize Joseph Hack
(Print Senator's/Officer's Name) (Print Traveler's Name)

☒ an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

☒ I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

(Date)
(Signature of Supervising Senator/Officer)

Representational Duties:

I currently serve as Senator Fischer's chief of staff, overseeing all policy matters that include the senator's work as a senior member of the Senate Armed Service Committee. As member of the committee, Senator Fischer has worked closely on funding issues related to mutual defense between Israel and the United States, including Iron Dome and David's Sling. This trip will provide me with first hand briefings and site visits to more fully understand security challenges in the region, enabling me to better serve the senator as she continues her work on the Armed Services Committee promoting mutual cooperation between these two allies.

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